



STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

P.O. BOX 119, HONOLULU, HAWAII 96810-0119

ICSD 11.0046

December 30, 2010

COMPTROLLER'S MEMORANDUM NO. 2010-42

TO: All Department Heads

ATTN: Telecommunications Coordinators

SUBJECT: Update of Government Section Listings in Hawaiian Telcom 2011 Directory for the Islands of Hawaii, Kauai, and Maui/Molokai/Lanai

Hawaiian Telcom is updating the government section listings for the white pages of the 2011 Hawaiian Telcom telephone directories via email.

This is for the Hawaii State Government Section only. Please review the attached Excel format listing (as it currently appears on the white pages of the telephone directory) **that applies to your department only**. Edit instructions and an instruction sample are on the first two worksheet tabs. Edits should only be made in the last three columns to the right of the page. If there are no changes, please respond by indicating "No Changes for Entire File" on the department name line, under the "Comments, Changes & Notes" column.

In most cases there is no charge for State directory listings in the Hawaiian Telcom white pages. However, be aware that if a telephone number has two unique listings, the second listing will be billed a "Directory Line of Information" charge of \$0.90 per month.

Please coordinate all directory update submissions through your Departmental Telecommunications Coordinator or designated representative and submit them via email to HT-DSC-BUS@hawaiiantel.com with a copy to Betty Yrizarry at betty.a.yrizarry@hawaii.gov by 4:30 p.m. on Tuesday, January 18, 2011.

If you have any questions, please call the Directory Support Center at Hawaiian Telcom at 643-4477 or the Information and Communication Services Division, Telecommunications Services Branch, at 586-1930, extension 628.


BRUCE A. COPPA
State Comptroller

Attachment

Edit Instructions	
A/C/D	Adds, Changes and Deletes
This is where you will indicate if you need to add, change or delete a line item from the listings. You can indicate your choice by entering either A for Adds, C for Changes or D for Deletes on the corresponding row.	
Indent	Preferred Indentation Level
<p>You would use this to indicate your preferred level of indentation in your captioned listing for the corresponding line.</p> <p>i.e. 0 - would be for your main line (United States Government)</p> <p>1 - would be your Departmental Headings (AGRICULTURE DEPARTMENT OF)</p> <p>2 etc. - would be for your sub headings</p>	
Comments, Changes & Notes	Line Information & Telephone Number Comment, Changes & Notes
Use this to make any necessary comments or line and telephone number information for corresponding lines.	
Adding a Line	
<p>When adding a line you must first insert a row at the location of the add. Do this by selecting the row that will be below the line you wish to insert. Right click on that row and then select "insert."</p> <p>Enter "A" in the A/C/D Column.</p> <p>Enter your preferred indentation level in the Indent Column</p> <p>Enter your comments and/or line and telephone number information in the Comments Column.</p> <p>*If you insert a row in the wrong place, to delete it you may use the "undo" edit function.</p>	
Changing a Line	
<p>Enter C in the corresponding space of the A/C/D Column</p> <p>Enter your preferred indentation level in the Indent Column</p> <p>Enter your comments and/or line and telephone number information in the Comments Column.</p>	
Deleting a Line	
<p>Enter D in the corresponding space of the A/C/D Column</p> <p>Skip the Indent Column</p> <p>Enter "delete" in the Comments Column.</p>	

CRM Line#	Indent Level	Line Information	Telephone Number	CLEC ID	A/C/D	Indent	Comments, Changes & Notes
1	0	United States Government					
2	1	AGRICULTURE DEPARTMENT OF					
3	2	Animal & Plant Health Inspection Service					
4	3	Plant Protection & Quarantine Program					
5	4	Kahului Airprt	877-8757				
6	4	Kahului Airprt	877-5261		D		Delete
7	2	USDA Service Center			A	4	Kapalua Airprt 111-1111
8	3	Military Plaza Wailuku					
10	3	Farm Service Agency					
11	4	210 Imi Kala Suite 207	244-3100		C	4	Change TN from 244-3100 to 222-2222
12	5	Press Extension 2					
13	3	Natural Resources Conservation Service					
14	4	210 Imi Kala Suite 209	244-3100		C	3	Change Suite # to 208
15	5	Press Extension 3					
16	3	Rural Development			D		Delete
17	4	210 Imi Kala Suite 206	244-3100		D		Delete
18	5	Press Extension 4			D		Delete
19	3	Tri-Isle Resource Conservation Development Council					
20	4	210 Imi Kala Suite 208	244-3100				
21	5	Press Extension 5					
23	1	AIR FORCE					
24	2	U S Air Force Recruiting Office					
25	3	285 W Kaahumanu Ave Suite 215	873-8764				
					A	1	ALCOHOL TOBACCO & FIREARMS BUREAU OF
					A	2	Law Enforcement (24 Hours) 333-3333
					A	2	Compliance Operations 444-4444
26	1	ARMY					
27	2	Army Reserve					
28	3	Co B 411th Engineer Battalion					
29	4	Construction Reserve					
30	5	1686 Kaahumanu Av	244-5141				
31	4	Construction Reserve USAR Center					
32	5	1686 Kaahumanu Av	244-7284				
33	3	Unit Advisor					
34	4	1686 Kaahumanu Av					
35	2	U S Army Recruiting Station	242-5551				
36	3	1955 Main Suite 101					
37	2	Waianae Army Recreation Center Oahu	244-3937				